REQUEST FOR PROPOSALS

2011 California Vehicle Survey

RFP #600-10-611
www.energy.state.ca.gov/contracts
State of California
California Energy Commission
March 2011

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APPENDICES

ATTACHMENTS

I. Introduction

BACKGROUND

The California Energy Commission (Energy Commission) is directed by Public Resources Code Section 25301 to prepare a forecast of transportation fuel demand.

The Fossil Fuels Office in the Fuels and Transportation Division prepares the forecast and assessment of transportation fuel demand, the outlook for retail fuel prices, and the analysis of shifts in fuel types, vehicle types, and other factors based on data gathered and analyzed from various sources. One of those sources is the California Vehicle Survey (CVS), which includes surveys of household and commercial fleet vehicle operators to assess current vehicle ownership, the factors these operators consider when purchasing a new vehicle, the likelihood that they would operate an alternative fuel vehicle or other advanced technology vehicle, and demographic information.

PURPOSE OF RFP

For the 2011 CVS, the Energy Commission will select a Contractor to update a completed 2009 CVS of household vehicle and commercial fleet owners that purchase and operate light-duty vehicles (LDV) (up to 10,000 pounds gross vehicle weight) and to estimate the corresponding vehicle ownership, transaction, and choice utility functions. The Energy Commission will use the estimated models to enhance and improve its transportation forecast modeling capabilities. Additionally, the Contractor will integrate the vehicle data from the 2011 CVS with data obtained from the completed California Household Travel Survey (CHTS) conducted by the California Department of Transportation (Caltrans).

The Energy Commission is seeking a Contractor to complete the tasks identified in this solicitation and deliver the required data and reports for household vehicle and commercial fleet owners. A minimum of 3,500 households and 2,000 commercial fleets stated preferences surveys, based on California distribution of the household population and commercial fleets, are to be completed under the resulting contract.

KEY ACTIVITIES AND DATES

Key activities and times for RFP are presented below. This is a tentative schedule; please call the Contracts Office to confirm dates.

ACTIVITY	ACTION DATE
RFP Release	March 11, 2011
Deadline for Written Questions	March 25, 2011
Pre-Bid Conference	March 25, 2011
Distribute Questions/Answers and Addenda (if any) to RFP	April 4, 2011
Deadline to Submit Proposals by 3:00 p.m.	April 21, 2011
Clarification Interviews (If necessary)	April 29, 2011
Notice of Proposed Award	May 4, 2011
Commission Business Meeting	June 15, 2011
Contract Start Date	June 30, 2011
Contract Termination Date	June 30, 2013

AVAILABLE FUNDING

There is a maximum of up to $800,000 available for the contract resulting from this RFP. This is an hourly rate plus cost reimbursement contract with a ceiling on the total amount. The award will be made to the responsible Bidder with the lowest cost bid.

In the event funds are not available, the Commission shall have no further liability with regard to the solicitation or the agreement.

The Energy Commission reserves the right to reduce the contract amount to an amount deemed appropriate in the event the budgeted funds do not provide full funding of Commission contracts. In this event, the Contractor and Commission Contract Manager (CCM) shall meet and reach agreement on a reduced scope of work commensurate with the level of available funding.

PRE-BID CONFERENCE

There will be one Pre-Bid Conference; participation in this meeting is optional but encouraged. The Pre-Bid Conference will be held at the date, time and location listed below. Please call (916) 654-4392 or refer to the Energy Commission's website at www.energy.ca.gov to confirm the date and time.

March 25, 2011
9:00 a.m.
California Energy Commission
Hearing Room B
1516 9th Street
Sacramento, CA 95814
Telephone: (916) 654-4392

For participation through WebEx, the Energy Commission's on-line meeting service, follow the instructions below:

Computer Logon
1. Please go to https://energy.webex.com and enter the unique meeting number: 925 629 344
2. When prompted, enter your information and the following meeting password: meeting@9

Teleconference
After logging in on the computer, an AUDIO CONFERENCE BOX will offer you the choice of phone connections:

1. TO HAVE WEBEX CALL YOU BACK: Type your area code and phone number and click "Call Me"
2. TO CALL INTO THE TELECONFERENCE: Use the drop-down box to select "I will call in" and follow the on-screen directions
3. INTERNATIONAL CALLERS: Click on the "Global call-in number" link in part (2) above
4. TO LISTEN OVER THE COMPUTER: If you have the needed equipment and your computer is configured, click on "Use Computer Headset" and then "Call Using Computer" to use VoIP (Internet phone)

Telephone Only (No Computer Access)
Call 1-866-469-3239 (toll-free in the U.S. and Canada) and when prompted enter the unique meeting number: 925 629 344. International callers can select their number from https://energy.webex.com/energy/globalcallin.php

WebEx Technical Support
For help with problems or questions trying to join or attend the meeting, please call WebEx Technical Support at 1-866-229-3239.

System Requirements: To see if your computer is compatible, visit http://support.webex.com/support/system-requirements.html and refer to the WBS 27 section

QUESTIONS

During the RFP process, questions of clarification about this RFP must be directed to the Contracts Officer listed in the following section. You may ask questions at the Pre-Bid Conference, and you may submit written questions via mail, electronic mail, and by FAX. However, all questions must be received by 5:00 pm on the day of the Pre-Bid Conference.

Approximately two weeks after the Pre-Bid Conference, question and answer sets will be mailed to all parties who requested a copy of this RFP from the Commission Contracts Office and to all who attended the Pre-Bid conference and provided their contact information on the sign-in sheet. The questions and answers will also be posted on the Commission's website at: http://www.energy.ca.gov/contracts/index.html.

Any verbal communication with a Commission employee concerning this RFP is not binding on the State and shall in no way alter a specification, term, or condition of the RFP. Therefore, all communication should be directed in writing to the Energy Commission's Contract Officer assigned to the RFP.

CONTACT INFORMATION

Sherri Bower, Contracts Officer
California Energy Commission
1516 Ninth Street, MS-18
Sacramento, California 95814
Telephone: (916) 654-7093
FAX: (916) 654-4423
E-mail: sbower@energy.state.ca.us

RESPONSES TO THIS RFP

Responses to this solicitation shall be in the form of a Technical and Cost Proposal according to the format described in this RFP. The Technical Proposal shall document the Bidder's approach, experience, qualifications, and project organization to perform the tasks described in the Scope of Work, and the Cost Proposal shall detail the Bidder's budget to perform such tasks.

REFERENCE DOCUMENTS

Bidders responding to this solicitation may want to familiarize themselves with the following documents:

- 2009 Integrated Energy Policy Report (December 2009), CEC-100-2009-003-CMF
http://www.energy.ca.gov/2009_energypolicy/index.html

- Transportation Energy Forecasts and Analyses for the 2009 Integrated Energy Policy Report (May 2010), CEC-600-2010-002-SF
http://www.energy.ca.gov/2010publications/CEC-600-2010-002/CEC-600-2010-002-SF.PDF

- 2000-2001 California Statewide Household Travel Survey (CHTS), completed for Caltrans in 2000.
http://www.dot.ca.gov/hq/tsip/tab/documents/travelsurveys/2000_Household_Survey.pdf

- 2000-2001 CHTS Survey Report (June 2003)
http://www.dot.ca.gov/hq/tsip/tab/documents/travelsurveys/Final2001_StwTravelSurveyWkdayRpt.pdf

- 2010 California Household Travel Survey (CHTS), in progress for Caltrans
http://www.dot.ca.gov/hq/tsip/tab/travelsurvey.html

- 2010 CHTS Pre-Survey Design, Final Summary Report, completed for Southern California Association of Governments (SCAG) in 2010, as well as some questions and answers related to CHTS and its add-on surveys can be found on Southern California Association of Government (SCAG) website, in the following link:
http://www.planetbids.com/SCAG/Downloads/Final%20Q&A%20-Post.pdf

The following reference documents are on display and available for review in the Energy Commission's Library. Library hours are Monday - Friday from 8:30 a.m. to 4:30 p.m., closed for lunch 12:00-1:00p.m. The Library is located at: California Energy Commission, 1516 Ninth Street, MS-10, Sacramento, CA 95814, (916) 654-4292.

- 2009 CVS Survey Technical Reports - Completed under the 2009 CVS Energy Commission contract.

II. Scope of Work and Deliverables

ABOUT THIS SECTION

This section describes the contract scope of work, deliverables and due dates under the direction of the CCM.

BACKGROUND

The Energy Commission is directed by Public Resources Code Section 25301 to prepare a forecast of transportation fuel demand to assess the need for resource additions, efficiency, and conservation with consideration for all aspects of energy industries and markets essential for the state economy, general welfare, public health and safety, energy diversity, and protection of the environment. Public Resources Code Section 25304 specifies that the Energy Commission transportation forecast shall include:

- Assessment of trends in transportation fuels, technologies, and infrastructure supply and demand and the outlook for wholesale and retail prices for petroleum and alternative transportation fuels under current market structures and expected market conditions;
- Forecasts of statewide and regional transportation energy demand, both annual and seasonal, and the factors leading to projected demand growth including, but not limited to, projected population growth, urban development, vehicle miles traveled, the type, class, and efficiency of personal vehicles and commercial fleets, and shifts in transportation modes;
- Evaluation of the sufficiency of transportation fuel supplies, technologies, and infrastructure to meet projected transportation demand growth;
- Evaluation of alternative transportation energy scenarios, in the context of least environmental and economic costs, to examine potential effects of alternative fuels usage, vehicle efficiency improvements, and shifts in transportation modes on public health and safety, the economy, resources, the environment, and energy security; and
- Examination of the success of introduction, prices, and availability of advanced transportation technologies, low- or zero-emission vehicles, and clean-burning transportation fuels, including their potential future contributions to air quality, energy security, and other public interest benefits.

The forecasts and assessments are used in making recommendations to improve the efficiency of transportation energy use, reduce dependence on petroleum fuels, decrease environmental impacts from transportation energy use, contribute to congestion reduction, promote economic development, and enhance energy diversity and security.

The Energy Commission prepares the forecast and assessment of transportation fuel demand, the outlook for retail fuel prices, and the analysis of shifts in fuel types, vehicle types, and other factors based on gathered and analyzed data. The Energy Commission uses surveys to assess current vehicle ownership, the factors current and future vehicle owners consider when purchasing a new vehicle, and the likelihood that they would operate an alternative fuel vehicle or other advanced technology vehicle.

The statistical models to be estimated through the contract resulting from this solicitation are specified in the 2009 CVS Task 8 Technical Report and the Task 8 Report Appendix A available at the Energy Commission library.   These equations are currently integrated with other transportation demand models in the Energy Commission's proprietary software, DynaSim. The vehicle utility equation specifications, as used in Dynasim, can be found in Appendix C to this RFP. Dynasim software is used by the Fossil Fuels Office (FFO) to forecast demand for transportation fuels, to inform investment decisions in the Emerging Fuels and Technology Office (EFTO), and to conduct transportation related policy analyses. Failure to update the survey data and model will impact reports mandated by law and requested by Commissioners, California Legislature, and the public.

II.1: CURRENT SOLICITATION

The Energy Commission has periodically hired a contractor to conduct a California Vehicle Survey (CVS) and to estimate a set of vehicle utility functions for both household and commercial sectors. This solicitation is to conduct a household and commercial vehicle survey and **does not include conducting a household travel survey**; however, it does require the contractor to integrate the 2011 CVS household vehicle survey with the 2010 California Household Travel Survey (CHTS) that is currently in progress under a Caltrans contract.

The following table offers a summary of the work to be performed for the 2011 CVS.

Table 1: Contract Elements

DESCRIPTION	CONTRACT REQUIREMENTS (COMMERCIAL*)	CONTRACT REQUIREMENTS (HOUSEHOLD)
Number of completed stated preferences surveys	2,000 commercial fleets in California	3,500 households in California
Number of survey respondents per region	Based on the distribution of commercial fleets in California	Based on the distribution of households in California
Number of Pre-survey focus groups (Los Angeles Region, Sacramento Region, & San Francisco Region)	3	Up to 3
Number of survey respondents in each pre-survey focus group	8-10	8-10
Focus group participation incentives	This amount will be determined and distributed by the Contractor. Monetary incentives will be paid to all survey participants for their time in completing the survey. The incentive amount will be the same for all participants.	This amount will be determined and distributed by the Contractor. Monetary incentives will be paid to all survey participants for their time in completing the survey. The incentive amount will be the same for all participants.
Number of Pretest Surveys	30	60

Sample and Data Integration	N/A	2011 CVS data will need to be integrated with the 2010 CHTS data and the representative sample for the 2011 CVS will be drawn from the 2010 CHTS sample.
Data items to be obtained through the 2010 CHTS, and collected through the 2011 CVS.	• Business type and economic data, • VMT • Fleet vehicle type, ownership, and transaction data • Vehicle attribute data • Choice response to vehicle attributes • Choice response to vehicle, fuel and vehicle use incentives.	• socioeconomic data • demographic data, • travel data • Vehicle type, ownership, and transaction data • Vehicle attribute data • Choice response to vehicle attributes • Choice response to vehicle, fuel and vehicle use incentives.
Estimated Equations	Vehicle choice utility and VMT functions	Vehicle quantity, vehicle transaction, vehicle choice and new vs. used vehicle utility functions, fuel choice and the VMT functions.

*Commercial fleets should not include government fleets and car rental fleets.

The following sections offer a background on the 2009 CVS and the 2010 CHTS.

II.1.1: 2009 California Vehicle Survey (CVS)

CVS refers to surveys of both California households and commercial fleet owners that purchase and operate light-duty vehicles (up to 10,000 pounds gross vehicle weight) as well as the use of survey data in estimating vehicle ownership, transaction and choice utility functions.

The Energy Commission will use these estimated functions to enhance its transportation fuel forecasting models and forecast, such as:

- Demand for light-duty trucks, sport utility vehicles, minivans, and other cross-utility vehicle models;
- Attributes significant to vehicle choice, such as fuel economy, fuel type, and other vehicle attributes;
- Vehicle choice response to prolonged, sustained, and elevated fuel prices;
- Vehicle choice response to refueling options for alternative fuels and technologies;
- Vehicle disposal behavior; and
- Vehicle Miles Traveled (VMT) for work and leisure purposes.

Another important application of the CVS data will be to analyze and improve state policy measures aimed at reducing petroleum dependency as well as improving efficiency of energy use. The CVS will be used to collect data on consumers' responses to:

- Vehicle purchase incentives, such as rebates and tax credits;
- Response and interest in purchasing new types of vehicles such as, but not limited to hybrid gasoline vehicles, hybrid diesel vehicles, natural gas vehicles, E-85 vehicles, advanced diesel vehicles, and plug-in electric vehicles; and

- Input-based and output-based pricing options and incentives such as fuel tax increase, or VMT based incentives, to promote use of alternative fuels including, but not limited to E-85, electricity, and natural gas.

II.1.2: 2010 California Household Travel Survey (CHTS)

The California Department of Transportation (Caltrans) conducts the CHTS every ten years to obtain detailed information about socioeconomic characteristics and travel behavior of households throughout the state for planning and policy applications. The 2000 CHTS was the first comprehensive statewide **activity-based** travel survey conducted in California.

Regional travel models, the Statewide Travel Demand Model (STDM), and the California Statewide Integrated Interregional Model (CalSIIM) make use of the statewide multi-modal regional and interregional household travel behavior data to develop and/or calibrate models used in forecasting future travel behavior. The data from the 2010 CHTS will also be used in forecasting the 2015, 2020, 2035, and 2040 greenhouse gas (GHG) emissions and enable Senate Bill 375 (Steinberg) and Senate Bill 391(Liu) implementation.

The 2010 CHTS will be conducted to provide regional trip activities and inter-regional long-distance trips, and location data that will be used for the statewide and regional travel and integrated models listed above. Over $10 million have been allocated to the 2010 CHTS for collecting and updating this travel and activity data on up to 60,000 California households. The survey will include a one-day activity-based travel diary and locations. The 2010 CHTS contractor team conducts all pretests, executes the main survey, collects travel, activity, and location data for all households, and geocodes the locations. For a subsample of the 2010 CHTS participants, the 2010 CHTS contractor also plans to instrument over 4,000 households' vehicles with Global Positioning System (GPS); over 1,000 of these GPS households' vehicles will be additionally instrumented with On-Board Diagnostic (OBD) data loggers to verify survey data accuracy and collect additional on-road fuel economy data. The 2010 CHTS contractor utilizes "BaseCamp" as a portal to project activities and management that informs both the Caltrans project management team and a steering committee composed of several local and state agencies.

The 2010 CHTS uses address-based sampling and multiple modes to collect travel data, including:

- Traditional telephone (cell phone and landline) interviews;
- Manual completion of travel diaries;
- On line completion of travel diaries;
- Vehicle and 'wearable' GPS; and
- OBD data logger devices.

The 2010 CHTS focus group sessions and pre-test surveys are scheduled for Spring 2011. The core CHTS travel survey will be conducted over a one year period that spans from June 2011 to June 2012. A subsample of the survey household participants will be equipped with GPS devices (5000) and a subsample of those with in-vehicle GPS devices will be instrumented with OBD devices (1200). *"2010 CHTS Sample Distribution"* can be found in Appendix A to this RFP.

The "2010 CHTS Pre-Survey Design, Final Summary Report" provides an overview of pre-survey discussions on different design elements of the 2010 CHTS. These elements, as well as the 2000 CHTS reports available online, have been considered in the design of the 2010 CHTS. A draft of data items contained in the survey instruments is also included in the *"2010 CHTS Core Survey Data Items",* available in Appendix B to this RFP.

II. SCOPE OF WORK AND DELIVERABLES CONTINUED

GOALS AND OBJECTIVES

For this contract, the Contractor shall design and conduct revealed and stated preferences vehicle surveys for the household/residential light duty vehicle (LDV) sector and for the commercial LDV sector, and estimate vehicle utility functions for the two market segments.

All materials produced as a result of the Contract awarded under this RFP, such as, but not limited to, databases, data, surveys, training material, videotapes, websites, logs, and analysis are property of the California Energy Commission.

ADMINISTRATIVE TASKS

TASK 1: CONTRACT MANAGEMENT

TASK 1.1 - KICKOFF MEETING

The Contractor shall:

- Attend a "kick-off" meeting with the Energy Commission Contract Manager (CCM), Contracts Officer, the Accounting Office, and others as determined by the CCM. The Contractor shall include their Project Manager, Contract Administrator, and Accounting Officer, and others as agreed upon with the CCM. Both the administrative and technical aspects of this contract will be discussed in the meeting.

TASK 1.2 - INVOICES

The Contractor shall:

- Prepare an invoice for all reimbursable expenses incurred performing work under this contract in compliance with the Terms and Conditions of the contract. Official invoices must be submitted to the Energy Commission's Accounting Office.

TASK 1.3 - INCENTIVE PAYMENTS

- The 2011 CVS vehicle survey will be completed in three phases of pre-survey focus group sessions, pre-test, and the main survey. Monetary incentives will be paid to survey participants at each of these stages. The Contractor shall maintain a log of these monetary incentive payments, which includes the distribution and logging of the payments. The log will include, but is not limited to, name of the recipient, incentive payment amount, and the date the payment was issued.
- Funding for incentives is included in the associated deliverable payment. For example, Task 5 deliverable payments should include all focus group incentive payments.
- Monetary incentives will be paid at different stages of the survey, as described in Tasks 5 and 6.

TASK 1.4 - SUBCONTRACTORS

In the event Subcontractors are part of the Contractor's proposal, the Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the terms and conditions of the contract, and 2) notify the CCM who will follow the Energy Commission's process for adding or replacing subcontractors.

TASK 1.5 - MONTHLY PROGRESS REPORTS
The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of the project.

The Contractor shall:
- Prepare monthly progress reports which summarize all contract activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the contract within the current budget and any anticipated cost overruns.
- Each progress report is due to the CCM within 15 calendar days after the end of the reporting period.

Deliverables:
- Monthly Progress Reports

TASK 1.6 - FINAL REPORT and MEETING
The goal of this task is to prepare a comprehensive Final Report and meet to discuss the Final Report for the work done under this contract.

The Final Report shall be a compilation of all previous reports plus the Contractor's assessment of actions and methods to improve future CVS's. The Contractor shall meet with the Energy Commission to discuss the draft Final Report prior to finalizing the Final Report. The meeting can be held via conference call, online, or in person. The CCM will review and approve the Final Report. The meeting and Final Report must be completed on or before the termination date of the contract.

The Final Report formatting requirements include illustrations and graphics to be sized to print on 8 ½" by 11" paper and readable if printed in black and white. The Contractor's Reports shall be prepared consistent with the Energy Commission Document Production protocols for Consultant Reports located at:
http://www.energy.ca.gov/contracts/consultant_reports/index.html.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

TASK 1.6.1- Final Report Outline

The Contractor shall:
- Prepare a draft outline of the Final Report.
- Submit an electronic draft outline of the Final Report to the CCM for review and approval. The CCM will provide written comments to the Contractor on the draft outline.
- Prepare and submit a final outline to the CCM once agreement has been reached on the draft. The CCM shall provide written approval of the final outline.

Deliverables:
- Outline of the Final Report (draft and final)

TASK 1.6.2 - Final Report

The Contractor shall:

- Prepare the draft Final Report for this contract.
- Submit an electronic draft Final Report to the CCM for review and comment.
- Schedule a meeting with the CCM approximately 15 calendar days after submitting the draft Final Report to the CCM. The purpose of the meeting is to discuss the draft Final Report. The CCM will provide written comments to the Contractor after the meeting has occurred.
- Prepare and submit a Final Report that addresses all of the CCM's comments on the draft Final Report. Any problematic recommended changes should be discussed with the CCM. Once final editing is completed, the CCM shall provide written approval to the Contractor.
- Submit one print ready copy, one electronic copy, and one bound copy of the Final Report with the final invoice.

Deliverables:

- Final Report (draft and final)

TASK 1.7- CONFIDENTIALITY AGREEMENTS

The Contractor shall enter into a confidentiality agreement with Caltrans for using Caltrans 2010 CHTS data, a confidentiality agreement with the Department of Motor Vehicles (DMV) for using the DMV data, and a non-disclosure agreement with the Energy Commission. The CCM will provide these agreements at the kick off meeting.

Deliverables:

- Signed confidentiality agreement for using Caltrans data
- Signed confidentiality agreement for using DMV data
- Signed non-disclosure agreement with the Energy Commission

<u>TECHNICAL TASKS</u>

TASK 2: WORK PLAN

The goal of this task is to create a clear description of the work to be performed under each task and the associated methods. After the Contractor is selected, the Contractor shall finalize a project Work Plan based on the comments on the draft Work Plan submitted in the proposal. This Work Plan will describe the scope of the work and the methodologies to be used for completing the surveys and estimating the equations.

The Contractor shall meet with the CCM, the Caltrans 2010 CHTS Project Manager, and the Caltrans 2010 CHTS contractor to discuss finalizing the work plan. This strategy meeting to discuss the Work Plan shall take place within ten (10) business days after the Kick-Off Meeting. This strategy meeting will be held either at the Energy Commission, at Caltrans, or on the web.

The Work Plan shall contain a thorough discussion of the work to be performed. It will document the Energy Commission's and the Contractor's expectations for each task, and serve as a reference throughout the course of the project. The Work Plan shall be finalized with input from the CCM in the strategy meeting.

The Work Plan shall address the following topics:

- Approach to integrating the 2011 CVS household vehicle survey with the 2010 CHTS travel survey data;
- Plan to coordinate and collaborate with the Caltrans 2010 CHTS project manager and the Caltrans 2010 CHTS contractor;
- Sampling design for both household and commercial markets;
- Survey sample stratification;
- Approach to survey design;
- Approach to conducting focus groups;
- Approach to dealing with non-response bias;
- Scope of survey instruments;
- Type(s) of surveys (phone, mail-in, internet, etc.);
- Respondent recruitment procedures;
- Approach to pre-test survey and sample;
- Pretest survey procedures;
- Data collection protocols;
- Quality control procedures;
- Logistics of survey execution;
- Cleansing and coding of collected survey data;
- Database and software format of delivered survey data
- Methods of communicating work progress at different stages of the survey;
- Content outline of the final report;
- Methods for estimating and validating the vehicle utility models;
- Statistical software to be used in model estimation; and
- Project schedule, detailing the tasks and their associated dates and costs.

Task 2 Deliverable

2.1 Final Work Plan

TASK 3: SURVEY REVIEW AND DESIGN DEVELOPMENT, WEBSITE, AND DATABASE

The goal of this task is (A) to identify all the data items for inclusion in the 2011 CVS, after careful review of data items in both the 2009 CVS commercial and household vehicle surveys and the data items covered in the 2010 CHTS for the household survey participants, (B) to develop recommendations for updating the 2009 CVS and for integrating the 2010 CHTS household travel survey and the 2011 CVS household vehicle survey, and (C) to develop both website and database management plans.

The 2010 CHTS core survey data will include data on: general economic and demographic information such as household size, geocoded location, income, housing status, employment status, age, gender, household activity, annual, trip day, and trip level VMT per household for work and other purposes. It will also include GPS and OBD data on on-road fuel economy and driving behavior for a subset of the sample. The 2010 CHTS data also includes vehicle ownership data, but the Contractor needs to determine if that data is sufficient for estimating the vehicle utility equations.

The 2011 CVS involves revealed and stated preferences surveys for both the household and the commercial LDV sectors.

The Contractor shall prepare a draft Task 3 Report for CCM review. The Task 3 Report shall include the following content:

- Summary review of the 2009 CVS and the 2010 CHTS;
- Comparison of the 2009 CVS and 2010 CHTS household surveys' data items;
- Recommendations required in 3.A; and
- Recommendations required in 3.B.

Based on comments from the CCM, the Contractor shall prepare a final Task 3 Report.

3.A Household Survey
The goals of this subtask are to review the 2009 CVS household vehicle revealed and stated preferences surveys and the 2010 CHTS household travel survey with respect to survey design, data items, survey instrument and survey time line; to devise a plan for integrating the 2011 CVS household vehicle survey with the 2010 CHTS household travel survey; and to update, and improve upon, the 2009 CVS household vehicle survey and related documents available at the time to formulate recommendation for the 2011 CVS household vehicle survey.

The 2009 CVS household vehicle survey will be the foundation for the 2011 CVS household vehicle survey in this contract. The 2009 CVS household vehicle survey integrates the revealed preferences survey with the stated preferences survey.

3.A.1 Revealed Preferences Survey
The common data items between the 2010 CHTS household travel and 2009 CVS household vehicle surveys are limited to what is collected in the revealed preferences survey of the household vehicle owners. The Contractor shall review and compare survey methodology, sampling design, data items, and survey instruments of the 2009 CVS revealed preferences vehicle survey and the 2010 CHTS to identify the 2009 CVS revealed preferences household survey data items that are not included in the 2010 CHTS household travel recruitment survey, but are important for estimating the vehicle utility functions for the 2011 CVS. These missing data items, if determined to be necessary, can be collected through an add-on survey of revealed preferences.

The Contractor shall formulate recommendations to the CCM on the following:

- Add-on revealed preferences/recruitment 2011 CVS household vehicle survey to cover data gaps that the Contractor determines to exist between CHTS household travel survey data items and the CVS revealed preferences household survey data items; and
- If a focus group/pretest survey is necessary for the add-on revealed preferences survey.

The add-on revealed preferences 2011 CVS household vehicle survey, if determined to be necessary, and the stated preferences survey will be administered according to Tasks 4 through 6.

Household survey reviews and recommendations from this subtask shall be documented in the Task 3 Report.

3.A.2 Stated Preferences Survey
The stated preference or choice questions shall be developed by the Contractor to test the value to respondents of 10-15 vehicle attributes.

The Contractor shall formulate recommendations to the CCM on the following:
- The best method to draw sample from the households recruited for completing the 2010 CHTS;
- The specific vehicle attributes for inclusion in the stated preferences survey instrument for the 2011 CVS; and
- The best method to update the 2009 CVS household stated preferences vehicle survey and survey instrument design.

Household survey reviews and recommendations from this subtask shall be documented in the Task 3 Report.

3.B Commercial Fleet Survey
The goal of this subtask is to review the 2009 CVS commercial fleet survey technical reports with respect to survey design and methodologies and the survey instrument to formulate recommendations for updating the 2009 CVS commercial vehicle survey and survey instrument designs. The 2011 CVS commercial fleet survey will be composed of two surveys: a recruitment survey of revealed preferences and a stated preferences survey.

Data specific to the commercial vehicle survey includes general economic information such as location, type, and size of business and its fleet.

The Contractor shall formulate recommendations to the CCM on:
- The specific vehicle attributes for inclusion in the stated preferences survey instrument; and
- The best method to update the 2009 CVS commercial vehicle survey and survey instrument design.

Commercial vehicle reviews and recommendations from this subtask shall be documented in the Task 3 Report.

3.C Data Categories Applicable to both Household and Commercial Vehicle Surveys
The goal of this subtask is to further clarify data categories that apply to both commercial and household vehicle stated preferences surveys. Data categories that these vehicle surveys have in common are:

- Current vehicle ownership by number, vehicle and fuel types, and vintage of vehicles;
- Vehicle transaction behavior (acquisition, transfer of ownership, and vehicle retirement);
- Annual VMT per vehicle;
- Vehicle attributes used in the stated preferences survey including, but not limited to, vehicle price, miles per gallon, maintenance cost, repair cost, depreciation, range acceleration;
- Response to, and interest in, purchasing new types of vehicles such as, but not limited to hybrid gasoline, natural gas, hybrid diesel, E-85 FFV, and advanced diesel vehicles;
- Response to, and interest in, using alternative fuels such as, but not limited to E-85, electricity, and natural gas;
- Response to, and interest in, vehicle and vehicle use pricing options such as announced regularly scheduled and one time fuel tax increase, per gallon fee for VMT, and

"Feebates". A "Feebate" refers to a program where buyers of new cars that are more efficient than average receive a rebate based proportionately on vehicle fuel efficiency or carbon emissions and pay a fee if they purchase vehicles that are less efficient than average; and

- Choice response to hypothetical vehicles with varying attributes such as, fuel type, range, fuel economy, purchase price, and refueling options and availability, refueling time and others.

3.D Survey Website

The goal of this subtask is to create a website for the 2011 CVS respondents who choose to complete the survey online. For all surveys, the Contractor shall create and maintain a secure and confidential website to allow respondents to complete the surveys via the Internet. The Contractor shall develop a description and mock-up of the website for CCM approval and provide the URL and screenshots of the website. The Contractor shall describe:

- The website's appearance;
- How the respondents will log into the website;
- How the respondents will complete the survey;
- How the data will be stored; and
- How the website will be secure and remain confidential.

The mock-up shall be a sketch of how each screen will look for the respondents.

The final website design shall require approval by the CCM before its use in the 2011 CVS and must be accessible to the CCM for the duration of the contract.

3.E Survey Database Development

The goal of this subtask is to create a database development plan. The Contractor shall create and maintain a database that stores all responses from the respondents, and update it on a weekly basis.

For all surveys, respondents shall be offered the choice of completing the survey by mail or via the Contractor's website. If necessary, the Contractor shall contact the survey respondent(s) by telephone, after completion of the survey, to obtain additional information or to modify and correct the collected data. The Contractor will be responsible for entering the responses from all survey modes (mail, phone, and online), into the database.

The Contractor shall prepare a database development plan for storing the combined 2010 CHTS and 2011CVS data.

Task 3 Deliverables

3.1 Task 3 Report (draft and final)
3.2 Description and Mock-up of survey website, URL, and screenshots of the survey website
3.3 Database development plan

TASK 4: SURVEY AND SAMPLE DESIGN

The goal of this task is to complete the survey and sampling designs and survey instruments for the 2011 CVS. Under this task, the Contractor shall develop the 2011 CVS based on acceptable standards in the field, for this type of survey and model, while making use of the relevant data collected for the 2010 CHTS for the 2011 CVS household vehicle survey.

The survey design may use multiple modes for conducting the survey, including phone (landline and/or cell), mail, and internet-based surveys, and may use different modes in different stages of the survey. The Contractor shall suggest cost effective methods to complete the survey while maintaining the designated quality and quantity of survey data.

The Contractor shall also develop quality control procedures for key variables that have been used to develop nested multinomial logistic utility equations that were implemented in DynaSim, as described in Appendix C to this RFP (see also the 1, 2, and 3+ vehicle utility equations in Appendix A of the 2009 CVS Task 8 technical report, available at the Energy Commission library).

The Contractor shall compose communications to inform all survey respondents that the survey information they provide will be held confidential by the Contractor and the Energy Commission pursuant to the California Information Practices Act and the signed non-disclosure agreement with the Energy Commission.

For all survey participants, the Contractor shall maintain each respondent's telephone number, address, and e-mail in the event that further clarifications are needed from the respondents or survey responses appear to be internally inconsistent and/or unlikely to be correct.

The Contractor shall prepare a draft Task 4 Report for the CCM for review. The Task 4 Report shall include the following content:

- Survey and sampling designs and survey instruments for the 2011 CVS household vehicle survey;
- Methods used for integrating the 2011 CVS household vehicle survey and the 2010 CHTS;
- Survey and sampling designs and survey instruments for the 2011 CVS commercial fleet survey; and
- Communications prepared for the survey participant recruitment and retrieval.

The Contractor shall incorporate all changes and respond to all comments in a final Task 4 Report to the CCM.

4.A Household Survey
The goal of this subtask is to develop survey and sampling designs and survey instruments for the 2011 CVS household vehicle survey. The Contractor shall ensure that the sample is a reliable representation of the state, incorporating key demographic variables of interest (e.g., location, household income, household size, number of workers in household, transit rider-ship per capita, and annual VMT).

The Contractor shall obtain the contact information and 2010 CHTS identification numbers for the 2010 CHTS participants from the 2010 CHTS Project Manager to draw the sample for the 2011 CVS household vehicle survey.

Distribution of respondents recruited for the 2011 CVS household vehicle survey shall be based on the population distribution by California counties. Sample distribution of household participants should be close to the regional distribution of households in California. The California Department of Finance's most current population estimates should be used for this survey.

The **number of respondents** recruited for the 2011 CVS household vehicle survey shall be sufficient to result in 3,500 completed stated preference household surveys. In the 2009 CVS, almost half of the participants who completed the household revealed preferences survey chose to participate in the stated preferences survey.

Some of the variables used in the logistic equations for the household data will rely on the accuracy of the 2010 CHTS data obtained from Caltrans. These include:

- Household income range in $10,000 increments;
- Household size;
- Number of workers in household;
- Transit ridership per household member;
- Annual VMT estimates for work, daily routines and recreational travel; and
- VMT estimates for local and long distance travelers.

The Contractor is not responsible for the accuracy of the 2010 CHTS data, but the Contractor shall design the 2011 CVS household vehicle survey and data to ensure that the 2010 CHTS data is properly integrated with the 2011 CVS household vehicle survey data. The Contractor is responsible for the quality of the 2011 CVS household vehicle survey data that they collect, including data items that falls in data categories listed in 3.C under Task 3. Quality includes, but is not limited to, corrections for misinformation from survey respondents, outlying data, and any other data collection and data entry errors.

For the 2011 CVS household vehicle survey participants, these variables need to integrate geocoding from the 2010 CHTS data, and be delineated by geography such that the county and region of the respondents are included in the data. Other household vehicle attributes that are shown to be significant will be added based on discussions with the CCM.

The Contractor shall include description of the sampling and survey designs, and survey instrument(s) for the 2011 CVS household vehicle survey, as well as the methods used for integrating 2011 CVS household vehicle survey and the 2010 CHTS in the Task 4 Report.

4.B Commercial Vehicle Survey
The goal of this subtask is to complete survey and sampling designs and survey instruments for the 2011 CVS commercial vehicle survey. The commercial fleet owner sample shall be representative of the fleet owner population and the industry distribution in the state.

The **number of respondents** recruited for the commercial fleet survey shall be sufficient to result in 2,000 completed stated preferences fleet surveys. In the 2009 CVS commercial vehicle survey, the ratio of revealed to stated preferences completed surveys was a little more than two to one. The commercial fleet data listed in 3.B and 3.C, under Task 3, required for estimation of the commercial vehicle models, will be collected or generated by the Contractor, who must ensure their accuracy.

The Contractor shall include a description of the sampling and survey designs, and survey instrument(s) for the 2011 CVS commercial vehicle survey in the Task 4 Report.

<u>Task 4 Deliverables</u>
4.1 Task 4 Report (draft and final)

Task 5: Focus Group and Survey Pre-tests

The goal of this task is to finalize the survey and survey instrument designs. The Contractor shall conduct focus group meetings and pretests to finalize the survey instrument.

After completing the focus group sessions and pretests, the Contractor shall submit the final survey instruments and other materials as requested by the CCM. The Contractor must write the survey instrument and material to be understood at the sixth grade comprehensive level.

5.A Focus Groups

The goal of this subtask is to design and execute focus group sessions. The purpose of the focus group sessions is to compile information to assist with the design of the final survey (for example, ascertain consumers' knowledge of different vehicle technologies). In addition, these focus groups shall specifically be used to gather data to assess household and commercial fleet vehicle operator responses to policy measures designed to reduce growth in petroleum dependence. The Contractor shall conduct these focus groups to identify factors that influence consumer behavior in purchasing energy efficient vehicles or vehicles that do not operate on petroleum-based fuels. These focus groups shall also identify factors that influence survey responses to public policy initiatives that reduce the demand for petroleum.

The Contractor shall be responsible for:

- Facility rental, for holding the focus group meeting;
- Updating material for focus group session respondents;
- Developing the focus group questionnaires;
- Providing a facilitator for each focus group session;
- Group facilitation;
- A camera operator;
- Videotaping the focus groups;
- Recruiting respondents, in a manner consistent with the Work Plan;
- Ensuring that the focus group respondents are owners of a variety of light-duty vehicle and fuel types and are in a variety of income categories;
- Distribution of materials to the survey respondents;
- Attending the focus group session;
- Notifying the respondents that the individual information they provide during the focus group session shall be held confidential by the Contractor and the Energy Commission pursuant to the California Information Practices Act and the non-disclosure agreement between the Contractor and the Energy Commission;
- Providing the household and commercial respondents with an incentive payment to participate in the focus group sessions;
- Logging incentive payments and submitting incentive logs as described in Task 1.3;
- Database that will contain all the responses of the focus group participants; and
- Providing written results, with findings and recommendations, of the pre-survey focus group sessions in a Task 5.A Report to the CCM.

Materials and questionnaires updated by the Contractor must be approved by the CCM.

For the commercial fleet owners survey, the Contractor shall conduct 3 pre-survey focus group sessions, one in San Francisco, one in Sacramento, and one in Los Angeles. For the household vehicle survey, the Contractor may conduct up to 3 pre-survey focus group sessions in the same cities listed for the commercial focus groups.

Each focus group session shall consist of 8-10 respondents and last approximately two hours. The facilitator's responsibility is to submit the survey to the respondents, answer respondent questions, record the sessions, and perform other necessary tasks to complete the focus group. The facilitator shall sign a nondisclosure agreement with the Contractor.

The Contractor shall submit draft updated material and questionnaires for the focus group sessions to the CCM. Based on comments from the CCM, the Contractor shall prepare final material and questionnaires for the focus group sessions.

The Contractor shall prepare a draft Task 5.A Report for the CCM. The Task 5.A Report shall include:

- Summary of all pre-survey focus group activities; and
- Focus group session results, justifications and recommendations.

Based on findings and recommendations from the CCM, the Contractor shall prepare a final Task 5.A Report. The Contractor shall also submit DVDs of all videotaped focus group sessions.

5.B Survey Pre-tests, Interviewer Training, and Design of Final Survey Instruments
The goal of this task is to design and execute the survey pre-test. The primary objective of the survey pre-tests is to evaluate the draft survey instruments with regard to:

- Clarity and effectiveness of the instructional cover message;
- Time required by respondents to complete the questionnaire;
- Respondent's reactions to the general appearance of the questionnaire (such as page layout, print size, etc.);
- Ability of respondents to understand questions;
- Reliability of each question to measure what is intended; and
- Identify issues regarding placement and wording of sensitive questions.

The Contractor shall review both the 2009 CVS household and commercial vehicle surveys and the 2010 CHTS household travel survey documents to update survey pre-tests, train interviewers, and finalize survey instruments and survey procedures. The updates may come from any combination of the 2009 CVS and 2010 CHTS survey instruments, the survey methodology, the results of focus group survey, and any other documentation.

The Contractor shall:

- Provide a written description of the survey pre-tests to the CCM;
- Provide a final description of recommended pre-tests, based on comments from the CCM;
- Design and provide a concise written description of interviewer training procedures and material;
- Conduct the survey pre-tests, and document results and recommendations in a Task 5B Report;
- Design the final survey instruments and procedures;
- Distribute incentive payment for participating in the survey focus groups and pre-test; and
- Log incentive payments and submit incentive logs as described in Task 1.3.

The Contractor shall conduct the pre-test with 60 randomly selected households and 30 randomly chosen commercial fleet managers or owners. These pre-tests must be equally distributed between the Sacramento, San Francisco Bay Area, and Los Angeles regions.

The contractor shall use the results of the pre-tests to design the final survey instruments and material.

The Contractor shall prepare a draft Task 5.B Report for the CCM. The Task 5B report shall include:

- Written description of the survey pre-tests; and
- Results of the survey pre-tests.

Based on any revisions to the draft as indicated by the CCM, the Contractor shall prepare a final Task 5.B Report.

Task 5 Deliverables
5.1 Task 5A Report (draft and final)
5.2 DVDs of the videotaped focus group sessions
5.3 Task 5B Report (draft and final)
5.4 Final survey instruments and other material
5.5 Complete and accurate log of incentive payments

TASK 6: SURVEY RECRUITMENT, IMPLEMENTATION, RESPONSE CATEGORIES, AND DATA CORRECTION

The goal of this task is to execute the main survey, compile and document the survey data, and analyze survey data quality during data collection. The Contractor shall update the draft recruitment letter from the 2009 CVS, and based on the 2010 CHTS recruitment and survey material, recruit respondents, conduct the surveys, and categorize survey responses, including those responses that do not fit within predefined categories.

Recruitment
The recruitment letter shall be reviewed and approved by the CCM. In the recruitment communications, the Contractor shall notify respondents that the individual information they provide while taking part in the survey shall be held confidential by the Energy Commission and the Contractor pursuant to the California Information Practices Act and the non-disclosure agreement between the Contractor and the Energy Commission.

The Contractor shall draft copies of respondent recruitment letters for the 2011 CVS for household and commercial vehicle surveys to be reviewed and approved by the CCM. Incorporating revisions to the draft recruitment letters as specified by the CCM, the Contractor shall prepare final respondent recruitment letters for each survey.

Implementation
The Contractor shall conduct the approved 2011 CVS, compile respondent responses, and categorize the response data. The survey data shall include each respondent's residence telephone number(s) and, when possible, workplace telephone number(s).

In addition, the Contractor shall:

- Document and distribute all incentive payments to all participants of the survey;
- Log incentive payments and submit a log of all incentive payments, as described in Task 1.3; and
- Describe the recommended validation methodology for both vehicle and VMT models and work with the CCM to finalize the validation process.

Weekly Progress Report
The Contractor shall prepare weekly survey implementation progress reports. The Contractor shall provide brief weekly reports on recruitment and initial survey validity as the survey is in progress. These progress reports can be communicated via e-mail or posted on the

Contractor's project management portal. The weekly survey implementation progress reports should include:

- Discussion of the current sample describing the distribution of the parameters;
- Where shortfalls exist, for example, not enough people sampled in a certain age range;
- Discussion of how to fix this shortfall, if necessary; and
- How any shortfall affects the survey results.

Data
The survey data are critical to the Energy Commission's modeling and analysis activities. A high standard of data collection and survey response classification is expected from the Contractor.

The following shall apply to the survey data collected by the 2011 CVS Contractor and the models estimated. In particular, the Contractor shall:

- Collect a sufficient number of sample data to ensure that valid income responses are present for at least 80 percent of the households, preferably many more;
- Verify the survey data to ensure that information regarding vehicle ownership, transactions, and usage are accurate and complete;
- Provide Zip code plus 4 for each survey respondent, and include the geocoded location for the household vehicle survey participants;
- Document the data coding procedures used to categorize survey responses in a Task 6 Report;
- Create and submit draft commercial fleet survey data files in electronic format, using Excel or a comma-delimited text file, or as otherwise agreed upon between the Contractor and the CCM. Incorporating any revisions to the draft survey data files, as indicated by the CCM, the Contractor shall deliver final survey data files in electronic format;
- Integrate the 2010 CHTS data with the 2011 CVS data files for the household data and submit draft integrated data files to the CCM. After the Contractor incorporates any revisions to the draft integrated data files, as indicated by the CCM, the Contractor shall deliver final integrated data files in electronic format; and
- Correct data entry or survey data errors in the resulting data files, as necessary.

The Contractor shall prepare a draft Task 6 Report for the CCM. The Task 6 Report shall include the following content:

- Respondent recruitment letters for the 2011 CVS for both the household and the commercial surveys;
- Limitations of survey and survey data; and
- Documentation of procedures used to categorize survey responses.

Based on any revisions to the draft Task 6 Report as indicated by the CCM, the Contractor shall prepare a final Task 6 Report.

Note that the Energy Commission shall have the sole authority to release survey material, survey results, videotapes, and other materials produced from this survey to outside parties.

<u>Task 6 Deliverables</u>
6.1 Task 6 Report (draft and final)
6.2 Survey participation incentive payment log
6.3 Weekly survey implementation progress reports

6.4 Integrated household survey data files
6.5 Commercial fleet survey data files
6.6 Recruitment Letters (draft and final)

TASK 7: ANALYSIS OF DATA QUALITY AND SURVEY RESULTS

The goal of this task is to analyze and assure the quality of the survey data and to complete a descriptive analysis of survey results. Under this task, the Contractor shall analyze and document the quality and content of the survey data, both during and after the data collection tasks.

During data collection, the Contractor shall prepare detailed statistical summaries of participation rates and similar indicators of quality and consistency including:

- Misreading of the questions to the survey respondents;
- Misinterpretation of collected data;
- Other errors in transporting the data into the electronic format; and
- Any inconsistencies in how the survey questions were asked.

After the data collection is complete, the Contractor shall prepare summary statistics for each sample, including:

- Number of contacts, participation rates, respondents who did not answer all questions fully, number of outliers (if any), size of individual outliers (if any), and any biased survey respondents or surveyors;
- Any abnormal variances in the data and any noticeable patterns that suggest the possibility of erroneous data that would need to be investigated further;
- Completed responses in each cell of the sampling stratification and completed response rates by question, cross-tabulated; and
- Any other descriptors or question responses which deviate more than a reasonable rate from what would be expected.

The reporting of response or completion rates shall conform to the standards established by the Council of American Survey Research Organizations.

The Contractor shall prepare a draft Task 7 Report. The Task 7 Report shall include the following content:

- Documentation of the statistical analyses performed and a detailed summary of the results from these analyses; and
- Descriptive analysis of the data with cross tabulations of different data items by key variables and as requested by the CCM.

Based on any revisions to the draft Task 7 Report as indicated by the CCM, the Contractor shall prepare a final Task 7 Report.

<u>Task 7 Deliverable</u>
7.1 Task 7 Report (draft and final)

TASK 8: LOGISTIC REGRESSION ANALYSIS

The goal of this task is to use the survey data and econometric methods to estimate the utility functions that are integrated to create the personal and commercial vehicle ownership, transaction and choice models. Under this task the Contractor shall use the 2011 CVS data from the previous tasks to develop nested multinomial logistic models for consumer utility, for the household and commercial light duty vehicle sectors.

The Contractor shall estimate nested multinomial logistic equations for light duty vehicle ownership, transaction and choice utility functions based on the combined travel and vehicle survey data for the households by ownership categories (1 vehicle, 2 vehicles, and 3+ vehicles) as well as vehicle choice models for the commercial sector by industry grouping. More specifically these functions include:

- Utility functions for the number of vehicles per household;
- Household utility function for new and used vehicles;
- Utility functions to reflect preferences a specific class of vehicles, for one-vehicle households;
- Utility functions to reflect preferences a specific class of vehicles, for two-vehicle households;
- Utility functions to reflect preferences a specific class of vehicles, for 3+ vehicle households;
- Utility functions to reflect preferences a specific class of vehicles, for commercial fleet owners, in different industry groups;
- Utility functions for the number of vehicles per commercial fleet;
- VMT equations for different household groups; and
- VMT equation for commercial fleet vehicle.

The explanatory variables of these equations include, but are not limited to:

- Household income;
- Household size;
- Gender and age of the decision maker;
- Business characteristics for commercial fleets;
- Number of workers in household ;
- Transit ridership per household member;
- Fuel type and fuel cost;
- Fuel availability and refueling time;
- Maintenance cost and depreciation;
- Vehicle type and vehicle price;
- Annual VMT estimates for both households and commercial fleet vehicles;
- Fuel efficiency, in miles per gallon; and
- Range and Acceleration (time for vehicle to accelerate from 0 to 60 miles per hour).

The nested multinomial logistic functions will be used to develop forecasts of annual VMT for household and commercial fleet vehicles, vehicle stock, fuel consumption, and fleet characteristics. United States Census Bureau statistics are required to develop appropriate weighting terms for household characteristics. The Contractor shall provide the latest census counts of household size, income, and number of workers for each region in the state. Additional census data may be shown to be statistically significant during the development of the utility functions. This data will be included on an as- needed basis.

Some of the household travel data contained in the integrated household data files (submitted in Task 6), may not need to be used in estimating the logistic functions in this contract. The Contractor may also need to use additional data in estimating the logistic functions in this contract. The Contractor shall submit the data sets used in estimating the logistic equations, if they are different from the data files submitted in Task 6.

The Contractor shall prepare a draft Task 8 Report for review and approval by the CCM.
The Task 8 Report shall include the following content:

- Estimation methods, statistical properties, and validity of the coefficients;
- Vehicle transaction and choice utility functions, and their nesting structure explicit or implied income, vehicle and fuel price elasticities;
- Detailed error analysis and verification of independent and identically distributed (IID) error results shall be documented;
- Discussion of model validation;
- Estimates derived from the utility equations must be presented and compared with the most recent Bureau of Transportation Statistics, California Transportation Profile http://www.bts.gov/publications/state_transportation_statistics/state_transportation_statistics_2009/index.html; and
- A table of relevant census data, from the most recent Bureau of Transportation Statistics California Transportation Profile (see above link), including, but not limited to, household size, fuel cost, business type, business size, depreciation, income, and number of workers per household and commercial fleet for each region.

The Contractor shall respond to CCM comments and suggestions, and complete a final Task 8 Report.

Task 8 Deliverables
8.1 Computer output for the equations specified in Task 8 Report
8.2 Task 8 Report (Draft and Final)
8.3 Data files used in estimating the equations

DELIVERABLES AND DUE DATES

TASK	DELIVERABLE	DUE DATE
1. CONTRACT MANAGEMENT		
1.5	Monthly Progress Reports	The 15th of each month
1.6.1	Outline of the Final Report (draft and final)	February 2013
1.6.2	Final Report (draft and final)	April 2013
1.7	Signed confidentiality agreement for using Caltrans data Signed confidentiality agreement for using DMV data Signed non-disclosure agreement with the Energy Commission	July 2011
2. WORK PLAN		
	Final Work Plan	August 2011
3. SURVEY REVIEW & DESIGN DEVELOPMENT, WEBSITE, AND DATABASE		
	Task 3 Report (draft and final)	September 2011
	Description and mock-up of survey website, URL, and screenshots of the survey website	September 2011
	Database development plan	September 2011
4. SURVEY AND SAMPLE DESIGN		
	Task 4 Report (draft and final)	October 2011
5. FOCUS GROUPS AND SURVEY PRE-TESTS		
	Task 5.A Report (draft and final)	December 2011
	DVDs of the videotaped focus group sessions	December 2011
	Task 5.B Report (draft and final)	December 2011
	Final survey instruments and other material	December 2011
	Complete and accurate log of incentive payments	December 2011
6. SURVEY RECRUITMENT, IMPLEMENTATION, RESPONSE CATEGORIES AND DATA CORRECTION		
	Task 6 Report (draft and final)	November 2012
	Survey participation incentive payment log	November 2012
	Weekly survey implementation progress reports	Weekly from the beginning to the end of task 6
	Integrated household survey data files	November 2012
	Commercial fleet survey data files	November 2012
	Recruitment Letters (draft and final)	November 2012
7. ANALYSIS OF DATA QUALITY AND SURVEY RESULTS		
	Task 7 Report (draft and final)	January 2013
8. LOGISTIC REGRESSION ANALYSIS		
	Computer output for the equations specified in Task 8 Report	February 2013
	Task 8 Report (draft and final)	February 2013
	Data files used in estimating the equations	February 2013

III. Evaluation Process and Criteria

About This Section

This section explains how the proposals will be evaluated. It describes the evaluation stages, preference points, and scoring of all proposals. A Bidder's proposal will be evaluated and scored based on its response to the information requested in this RFP.

During the evaluation and selection process, the Commission may interview a Bidder either by telephone or in person at the Energy Commission for the purpose of clarification and verification of information provided in the proposal. However, these interviews may not be used to change or add to the contents of the original proposal.

Proposal Evaluation

To analyze all Proposals, the Commission will organize an Evaluation Committee. The Proposals will be analyzed in three stages:

Stage One: Administrative and Completeness Screening

The Contracts Office will review Proposals for compliance with administrative requirements and completeness. Proposals that fail Stage One may be disqualified and eliminated from further evaluation.

Stage Two: Technical Evaluation of Proposals

Proposals passing Stage One will be submitted to the Evaluation Committee to score proposals based on the Evaluation Criteria in this Section. A Bidder's proposal will be screened and scored based on their response to the information requested in this RFP.

The Evaluation Committee may, at its discretion, seek clarification of any point in the written technical proposal through a clarification interview with the Bidder.

Proposals not attaining a score of 75 percent of the total possible points will be eliminated from further competition and not move on to Stage Three.

Stage Three: Cost Proposal

Those proposals that pass the scoring criteria in Stage Two will have their cost proposal opened. All Preferences will be applied, if applicable. The contract will be awarded to the responsible Bidder meeting the requirements outlined in Stage One and Two, who provides the lowest cost, after application of Preferences.

Notice of Proposed Award

The Commission will post a Notice of Proposed Award (NOPA) at the Commission's headquarters in Sacramento, on the Commission's Web Site, and will mail the NOPA to all parties that submitted a proposal.

SCORING SCALE

The Evaluation Committee will give a score from zero (0) to ten (10) for each criterion described below. The point calculations reflect the averages of the combined scores of all Evaluation Committee members.

Point Scale

0 Points	✓ Is not in substantial accord with the RFP requirements. ✓ Has a potential significant effect on the amount paid or net cost to the State or the quality or quantity of product and/or service. ✓ Provides an advantage to one competitor over the other competitors, for example, not paying minimum wages.
1-3 Points	✓ The proposal states a requirement, but offers no explanation of how or what will be accomplished. ✓ The response contains a technical deficiency which is an inaccurate statement or reference concerning the how, what, where, or when, which is part of an overall statement or description.
4-6 Points	✓ Satisfies the minimum requirements and describes generally how and/or what will be accomplished.
7-9 Points	✓ Satisfies the minimum requirements and specifically describes how and/or what will be accomplished in an exemplary manner, using sample products and illustrative materials (i.e., diagrams, charts, graphs, etc.).
10 Points	✓ Exceeds the minimum requirements and specifically describes how and/or what will be accomplished both quantitatively and qualitatively, using sample products and illustrative materials (i.e., diagrams, charts, graphs, etc.).

PREFERENCE POINTS

A Bidder may qualify for non-technical preference points such as Small/Micro Business, Non-Small Business, and Disabled Veteran Business Enterprises (DVBE). Each qualifying Bidder passing the minimum technical evaluation will receive the applicable preference points.

Disabled Veteran Business Enterprise Incentive

The DVBE Incentive program was established pursuant to Military & Veterans Code Section 999.5(2) and Department of General Services' Regulations 2 CCR 1896.98 et.seq. The information in Attachment 3.1 explains how the incentive is applied and how much of an incentive will be given.

Small / Microbusiness

Bidders who qualify as a State of California certified small/microbusiness will receive a cost preference of five percent (5%) of the lowest cost or price offered by the lowest responsible Bidder who is not a certified small/microbusiness, by deducting this five percent from the small/microbusiness Bidder's cost, for the purpose of comparing costs for all Bidders.

Non-Small Business

The preference to a non-small business bidder that commits to small business or microbusiness subcontractor participation of twenty-five percent (25%) of its net bid price shall be five percent (5%) of the lowest, responsive, responsible bidder's price. A non-small business which qualifies for this preference may not take an award away from a certified small business.

Target Area Contract Preference Request

The Target Area Contract Preference Act (Government Code Section 4530 et seq.) provides five percent (5%) preference points to California-based companies that perform state contract work in a distressed area. Bidders should complete RFP Attachment 8 if they qualify for this preference. If you have further questions or need additional information on this matter, please contact TACPA/LAMBRA Preference Program Group at (916) 375-4609.

Enterprise Zone Request

The Enterprise Zone Act (Government Code Section 7070, et seq.) provides preference points as an incentive for business and job development in distressed and declining areas of the State. Bidders should review RFP Attachment 9 to determine if they qualify for this incentive. If you have further questions or need additional information on this matter, please contact TACPA/LAMBRA Preference Program Group at (916) 375-4609.

Local Agency Military Base Recovery Act

The Local Agency Military Base Recovery Act (LAMBRA, Government Code Section 7118, et seq.) provides five percent (5%) preference points to California-based companies that perform State contract work in the LAMBRA. Bidders should review RFP Attachment 10 to determine if they qualify for this preference. If you have further questions or need additional information on this matter, please contact TACPA/LAMBRA Preference Program Group at (916) 375-4609.

III. EVALUATION PROCESS AND CRITERIA CONTINUED

EVALUATION CRITERIA WORKSHEET

	Weight Factor	x	Point Score (0-10)	=	Weighted Score
A) PROJECT TEAM AND ORGANIZATIONAL STRUCTURE • Bidder's organization, including both the company and the project team. • Any technical communication capabilities that would facilitate communication with the Energy Commission. • Organization, composition and functions to be performed by staff members of the Bidder and any subcontractors and their staff that pertains to this contract. • Mechanisms in place to promote teamwork and team communications. • Percentage of time each team member will be available throughout the contract. • Appropriate organization, administrative, and support structure to implement the project.	6				
B) RELEVANT EXPERIENCE AND QUALIFICATIONS • Company's qualification and experience in completing similar projects. • Project Team's qualifications and experience in performing the tasks described in the scope of work. • Qualifications/experience of assigned personnel to perform survey work. • Quality of previous work product examples. • Depth and quality of previous experience with similar projects in the area(s) required. • Evaluation of references.	7				
C) APPROACH, METHODOLOGY AND DESIGN The technical approaches, methodologies, and designs proposed by bidders for the project elements identified below shall be evaluated based on: • Technical feasibility and issues. • Comprehensiveness of survey and sample design and level of detail described in the proposal. • Nature and content of deliverables. • Whether the design meets project objectives and requirements established in the RFP. • Optimization of resources. • How efficiently each element is integrated into the overall project design.					
1. Identification of technical issues and potential problems related to project design and implementation	3				
2. Creativity and feasibility of recommended solutions to identified issues and problems	3				
3. Work Plan	3				

III. Evaluation Process and Criteria Continued

4. Approach to reviewing the 2010 CHTS and the 2009 CVS and integrating travel and vehicle surveys and survey data for the household sector	4				
5. Sampling design	3				
6. Design and implementation of focus group activities	3				
7. Design and implementation of pre-tests	3				
8. Design of survey instruments, data collection protocols and interviewer training procedures	4				
9. Reasonableness of incentive payments	3				
10. Approach to survey implementation	4				
11. Database(s) organization, structure, and maintenance	2				
12. Statistical model estimation and validation methods and design	6				
D) QUALITY, COMPREHENSIVENESS AND REASONABLENESS OF THE PROPOSAL SUBMITTED					
1. Clarity and organization of proposal	2				
2. Comprehensiveness of proposal (Does the proposal address all elements specifically called for in the RFP?)	3				
3. Appropriate level of effort and staffing by task	3				
E) VALUE OF DELIVERABLES AND QUALITY CONTROL This section is designed to evaluate the Bidder's overall approach to ensuring the value (quantity and quality) of the survey data and contract deliverables to be produced as described in the work plan, and under different tasks, in the proposal and how well the proposal meets the objectives of this project and the requirements of the RFP. This includes evaluating the approach to: • Data collection standards and quality control. • Household and commercial fleet segment coverage. • Quality and quantity of data with which to develop models for vehicle ownership, transaction and choice, and vehicle usage, applied to household vehicles and a model for vehicle choice applied to commercial fleets. • Quality of data to assess and/or develop vehicle purchase incentives.	14				
Maximum Points Available for Sections A – E Combined					**760**
Minimum Passing Score (75%)					**570**
BIDDER'S TOTAL TECHNICAL SCORE:					
Small/Micro Business Preference:					
Non-Small Business Preference:					
Disabled Veteran Business Enterprise Incentive:					
Target Area Contract Performance Act Adjustment:					
Enterprise Zone Act Adjustment:					
Local Agency Military Base Recovery Area Adjustment:					
BIDDER'S FINAL SCORE:					

IV. Proposal Format, Required Documents, and Delivery

ABOUT THIS SECTION

This section contains the format requirements and instructions how to submit a proposal. The format is prescribed to assist the Bidder in meeting State bidding requirements and to enable the Commission to evaluate each proposal uniformly and fairly. Bidders must follow all Proposal format instructions, answer all questions, and supply all requested data.

REQUIRED FORMAT FOR A PROPOSAL

All proposals submitted under this RFP must be typed or printed using a standard 11-point font, singled-spaced and a blank line between paragraphs. Pages must be numbered and sections titled and printed back-to-back. Spiral or comb binding is preferred. Binders are discouraged.

NUMBER OF COPIES

Bidders must submit the original and 5 copies of Volume 1 and Volume 2.

Bidders must also submit electronic files of all volumes of the proposal on **CD-ROM diskette** along with the paper submittal. Only one copy of the CD-ROM diskette is needed. Electronic files must be in Microsoft Word XP (.doc format) and Excel Office Suite formats. Completed Budget Forms, Attachment 7, must be in Excel format. Electronic files submitted via e-mail will not be accepted.

PACKAGING AND LABELING

The original and copies of each volume must be labeled "Request for Proposal 600-10-611" and include the title of the proposal and the appropriate volume number:

Volume 1 – Section 1, Administrative Section
Volume 1 – Section 2, Technical Sections

Volume 2 – Cost Proposal (Sealed Separately from Volume 1)

Include the following label information and deliver your proposal, in a sealed package:

Person's Name, Phone # Bidder's Name Street Address City, State, Zip Code FAX # RFP 600-10-611 Contracts Office, MS-18 California Energy Commission 1516 Ninth Street, 1st Floor Sacramento, California 95814

PREFERRED METHOD FOR DELIVERY

A Bidder may deliver a proposal by:

- U. S. Mail
- Personally
- Courier service

Proposals must be delivered **no later than 3:00 p.m.,** to the Commission Contracts Office during normal business hours on the date and time specified in this RFP. Proposals may be delivered prior to the due date. In accordance with Public Contract Code 10344, proposals received after the specified date and time are considered late and will not be accepted. There are no exceptions to this law. Postmark dates of mailing, E-mail and facsimile (FAX) transmissions are not acceptable in whole or in part, under any circumstances.

ORGANIZE YOUR PROPOSAL AS FOLLOWS:

VOLUME 1, Section 1, Administrative Response

Cover Letter	
Table of Contents	
Contractor Status Form	Attachment 1
Small Business Certifications	If applicable
Darfur Contracting Act Form	Attachment 2
Completed Disabled Veteran Business Enterprise form Std 843	Attachment 3.3
Bidder Declaration form GSPD-05-105	Attachment 3.4
Contractor Certification Clauses	Attachment 4
TACPA Std 830 (If applicable)	Attachment 8
EZA Std 831 (If applicable)	Attachment 9
LAMBRA Std 832 (If applicable)	Attachment 10

VOLUME 1, Section 2, Technical Response

Approach to Tasks in Scope of Work	
Organizational Structure	
Relevant Experience and Qualifications	
Labor Hours by Personnel and Task	
Client References	Attachment 5
Previous Work Products	

A. Approach to tasks in Scope of Work

Describe the Bidder's approach to, and methodologies proposed for, completing and providing work products and deliverables listed for different tasks in the Scope of Work, and ensure their quality, highlighting any outstanding features, qualifications and experience.

As part of the proposal, Bidders shall provide a draft Work Plan that addresses topics as described in Task 2, and discuss relevant issues and limitations.

Bidder must also identify technical issues and potential problems related to project design and implementation. Bidder should include and will be evaluated on recommended solutions to those identified issues and problems.

B. Organizational Structure

1. Describe the organizational structure of the Bidder, including providing an organizational chart of the entire contract team.
2. Provide a short description of each firm and key members on the team. Describe the relationship between the Contractor and subcontractors on your team.
3. Identify the location of the Bidder's and Subcontractor's headquarters and satellite office(s) and proposed methods of minimizing costs to the State.
4. Describe Bidder's professional awards.
5. Describe the organization, composition, and functions to be performed by staff members of the Bidder and any subcontractors and how the staff pertains to this contract.

C. Relevant Experience and Qualifications

1. Document the project team's qualifications as they apply to performing the tasks described in the Scope of Work. Describe recently completed work as it relates to this Scope of Work.
2. Identify and list all Bidder staff and subcontractors (all team members) who will be committed to the tasks and describe their roles.
3. Provide a current resume for all team members listed, including job classification and description, relevant experience, education, academic degrees and professional licenses.
4. Identify the percentage of time each team member will be available throughout the contract.

D. Labor Hours by Personnel and Task

Provide the title or classification of each person and their level of effort (hours) for each task, including subcontractor hours.

E. Client References

Each bidder shall complete Client Reference Forms. Three client references are required for the Contractor and two for each subcontractor.

F. Previous Work Products

Each bidder shall provide at least two examples of similar survey and model related work products for the services to be provided. If subcontractors will be providing technical support in a task area, each subcontractor shall also submit two example work products that demonstrate experience in potential work assignments described in this RFP. (It is not necessary to provide more than one copy of each work product example).

VOLUME 2 – Cost Bid (Sealed Separately from Volume 1)

Budget Forms

Task Summary	Attachment 7,Attachment B-1
Category Summary	Attachment 7, Attachment B-2
Prime Hourly Rates	Attachment 7, Attachment B-3
Hourly Rates for each Subcontractor	Attachment 7, Attachment B-3a-z
Prime Indirect Rates	Attachment 7, Attachment B-4
Indirect Rates for each Subcontractor	Attachment 7, Attachment B-4a-z
Direct Operating Costs	Attachment 7, Attachment B-5

The Contractor must submit information on **<u>all</u>** of the attached budget forms, B-1 through B-5, and this will be deemed the equivalent of a formal Cost Proposal.

Detailed instructions for completing these forms are included at the beginning of Attachment 7.

Rates and personnel shown must reflect rates and personnel you would charge if you were chosen as the contractor for this RFP. The salaries, rates, and other costs entered on these forms become a part of the final contract. The entire term of the contract and projected rate increases must be considered when preparing the budget. The rates bid are considered capped and shall not change during the term of the contract. The Contractor shall only be reimbursed for their **<u>actual</u>** rates up to these rate caps. The hourly rates provided in all B-3s shall be unloaded (before fringe benefits, overheads, general & administrative (G&A) or profit).

The award(s) shall be made to the Bidder with the lowest total dollar amount on Attachment 7, Attachment B-1 Task Summary. All other budget forms are required because they will be used for the contract prepared with the winning Bidder.

NOTE: The information provided in these forms will **<u>not</u>** be kept confidential.

V. Administration

RFP DEFINED

The competitive method used for this procurement of services is a Request for Proposal (RFP). A Proposal submitted in response to this RFP will be scored and ranked based on the Evaluation Criteria. Every Proposal must establish in writing the Bidder's ability to perform the RFP tasks.

DEFINITION OF KEY WORDS

Important definitions for this RFP are presented below:

Word/Term	Definition
State	State of California
DGS	Department of General Services
Energy Commission	California Energy Commission
RFP	Request for Proposal, this entire document
Proposal	Formal written response to this document from contractor
Bidder	Respondent to this RFP
CCM	Commission Contract Manager
DVBE	Disabled Veteran Business Enterprises

COST OF DEVELOPING PROPOSAL

The Bidder is responsible for the cost of developing a proposal, and this cost cannot be charged to the State.

PRINTING SERVICES

Per Management Memo 07-06, State Agencies must procure printing services through the Office of State Publishing (OSP). Bidders shall not include printing services in their proposals.

CONFIDENTIAL INFORMATION

The Commission will not accept or retain any Proposals that are marked confidential in their entirety and Bidders are strongly discouraged from requesting confidential treatment for any of the information contained in a submittal.

DARFUR CONTRACTING ACT OF 2008

Effective January 1, 2009, all solicitations must address the requirements of the Darfur Contracting Act of 2008 (Act). (Public Contract Code sections 10475, *et seq.*; Stats. 2008, Ch. 272). The Act was passed by the California Legislature and signed into law by the Governor to preclude State agencies generally from contracting with "scrutinized" companies that do business in the African nation of Sudan (of which the Darfur region is a part), for the reasons described in Public Contract Code section 10475.

A scrutinized company is a company doing business in Sudan as defined in Public Contract Code section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for goods or services. (Public Contract Code section 10477(a)).

Therefore, Public Contract Code section 10478 (a) requires a company that currently has (or within the previous three years has had) business activities or other operations outside of the United States to certify that it is not a "scrutinized" company when it submits a bid or proposal to a State agency. (See # 1 on Attachment 2)

A scrutinized company may still, however, submit a bid or proposal for a contract with a State agency for goods or services if the company first obtains permission from the Department of General Services (DGS) according to the criteria set forth in Public Contract Code section 10477(b). (See # 2 on Attachment 2)

DISABLED VETERAN BUSINESS ENTERPRISES (DVBE) COMPLIANCE REQUIREMENTS

The Disabled Veteran Business Enterprise (DVBE) Program has two inter-related aspects:

Participation Goals: The mandatory DVBE Participation Program of achieving participation goals by attaining the minimum 3% goal.

And,

Incentive: The DVBE Incentive Program gives a contractor an opportunity to improve their bid status based on the efforts attained from the DVBE Participation Program.

This RFP is subject to a participation goal of three percent (3%) certified California Disabled Veteran Business Enterprise (DVBE) as set forth in Public Contract Code Section 10115 et seq.

RFP CANCELLATION AND AMENDMENTS

If it is in the State's best interest, the Energy Commission reserves the right to do any of the following:

- Cancel this RFP;
- Amend this RFP as needed; or
- Reject any or all Proposals received in response to this RFP

If the RFP is amended, the Energy Commission will send an addendum to all parties who requested the RFP and will also post it on the Energy Commission's Web Site www.energy.ca.gov/contracts and Department of General Services' Web Site http://www.bidsync.com/DPX?ac=powersearch&srchoid_override=307818.

ERRORS

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the Bidder shall immediately notify the Commission of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice of all parties who requested the RFP, without divulging the source of the request for clarification. The Commission shall not be responsible for failure to correct errors.

MODIFYING OR WITHDRAWAL OF PROPOSAL

A Bidder may, by letter to the Contact Person at the Energy Commission, withdraw or modify a submitted Proposal before the deadline to submit proposals. Proposals cannot be changed after that date and time. A Proposal cannot be "timed" to expire on a specific date. For example, a statement such as the following is non-responsive to the RFP: "This proposal and the cost estimate are valid for 60 days."

IMMATERIAL DEFECT

The Energy Commission may waive any immaterial defect or deviation contained in a Bidder's proposal. The Energy Commission's waiver shall in no way modify the proposal or excuse the successful Bidder from full compliance.

DISPOSITION OF BIDDER'S DOCUMENTS

On the Notice of Proposed Award posting date all proposals and related material submitted in response to this RFP become a part of the property of the State and public record. Bidders who want any work examples they submitted with their proposals returned to them shall make this request and provide either sufficient postage, or a Courier Charge Code to fund the cost of returning the examples.

BIDDERS' ADMONISHMENT

This RFP contains the instructions governing the requirements for a firm quotation to be submitted by interested Bidders, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and Bidder responsibilities. Bidders must take the responsibility to carefully read the entire RFP, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, make sure that all procedures and requirements of the RFP are followed and appropriately addressed, and carefully reread the entire RFP before submitting a proposal.

GROUNDS TO REJECT A PROPOSAL

A Proposal shall be rejected if:

- It is received after the exact time and date set for receipt of Proposal's pursuant to Public Contract Code, Section 10344.
- It is considered non-responsive to the California Disabled Veteran Business Enterprise participation requirements.
- It is lacking a properly executed Certification Clauses.
- It is lacking a properly executed Darfur Contracting Act.
- It contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Bidder.

- The Proposal is intended to erroneously and fallaciously mislead the State in its evaluation of the Proposal and the attribute, condition, or capability is a requirement of this RFP.
- There is a conflict of interest as contained in Public Contract Code Sections 10410-10412 and/or 10365.5.
- It contains confidential information.

A Proposal may be rejected if:

- It is not prepared in the mandatory format described.
- It is unsigned.
- The firm or individual has submitted multiple proposals for each task.
- It does not literally comply or contains caveats that conflict with the RFP and the variation or deviation is not material, or it is otherwise non-responsive.
- The budget forms are not filled out completely.

PROTEST PROCEDURES

A Bidder may file a protest against the proposed awarding of a contract. Once a protest has been filed, contracts will not be awarded until either the protest is withdrawn, or the Commission cancels the RFP, or the Department of General Services decides the matter.

Please note the following:

- Protests are limited to the grounds contained in the California Public Contract Code Section 10345.
- During the five working days that the Notice of Proposed Award (NOPA) is posted, protests must be filed with the DGS Legal Office and the Commission Contracts Office.
- Within five days after filing the protest, the protesting Bidder must file with the DGS and the Commission Contracts Office a full and complete written statement specifying the grounds for the protest.
- If the protest is not withdrawn or the solicitation is not canceled, DGS will decide the matter. There may be a formal hearing conducted by a DGS hearing officer or there may be briefs prepared by the Bidder and the Commission for the DGS hearing officer consideration.

AGREEMENT REQUIREMENTS

The content of this RFP shall be incorporated by reference into the final contract. See the sample Agreement terms and conditions included in this RFP.

No Contract Until Signed & Approved

No agreement between the Commission and the successful Bidder is in effect until the contract is signed by the Contractor, approved at a Commission Business Meeting, and approved by the Department of General Services, if required.

Contract Amendment

The contract executed as a result of this RFP will be able to be amended by mutual consent of the Commission and the Contractor. The contract may require amendment as a result of project review, changes and additions, changes in project scope, or availability of funding.